

CONTRACT PLANNING CHECKLIST

DATE: _____

CUSTOMER'S NAME: _____

CONTRACTING OFFICER'S NAME: _____

REQUIREMENT DESCRIPTION: _____

DISCUSSION POINTS

- ☐ Requirement – Commercial vs. Noncommercial
- ☐ Required delivery / Start Date
- ☐ Dollar Value, including all options
- ☐ Supply / Service
- ☐ Unrestricted or Limited Competition
- ☐ Required Sources
- ☐ Contract Type
- ☐ Evaluation Criteria – Required only if the award will be made using other than the lowest priced, technically acceptable evaluation method.